

Request for Proposal (RFP) Questions and Answers

Evaluation of the Effectiveness of Services Provided by Family Empowerment Centers on Disability

All references to RFP in this document are to the *Evaluation of the Effectiveness of Services Provided by Family Empowerment Centers on Disability*, which was released on October 25, 2004. The questions are in bold with the answers following. The section specified is in reference to the RFP.

SUMMARY

1. Q. Can we re-submit original signed documents dated for the first procurement?

A. Yes. The cover letter and forms, excluding the DVBE documentation, must have original signatures.

2. Q. Do any of the questions and answers from the original RFP apply to the revised RFP?

A. Yes.

I. PURPOSE

3. Q. In what counties are the 12 centers?

A. As noted in the RFP "Information about the locations of the Family Empowerment Centers can be found at the following Web address: <http://www.cafec.org/fecmap.htm>.

4. Q. Are there any requirements that the contractor visit one or more of these facilities during the course of the study?

A. It is the responsibility of the bidder to determine how best to gather data for this project.

5. Q. Approximately how many parents have been served (overall and by center)?

A. In 2003, more than 38,000 families were served by FECs.

Rowell Family Empowerment Center	1,053
Plumas Rural Services, Inc.	444
Matrix Parent Network Resource Center	80
Support for Families of Children with Disabilities	607
Parents Helping Parents, Inc.	4,430
Special Parents Information Network	298
Exceptional Parents Unlimited	9,683
H.E.A.R.T.S. Connection FRC	8,360
Westside Family Resource Center	3,856
Family Focus Empowerment Center	918
Team of Advocates for Special Kids, Inc.	7,421
Exceptional Family Resource Center	883

6. Q. How long have each of the twelve current Family Empowerment Centers been in operation?

A. Some centers have been open for five or more years, and some are new nonprofits that opened on receipt of FEC funding made available through Senate Bill 511.

Request for Proposal (RFP) Questions and Answers

Evaluation of the Effectiveness of Services Provided by Family Empowerment Centers on Disability

7. Q. How long have each of the 12 Centers been in operation? How many of the 38,000 served in 2003 were served by each Center?

A. See responses to Questions 5 and 6.

8. Q. Is there information available on the number of families served by each of the twelve centers? If so, where might that be located? Does this information include information about the demographic makeup of the families served?

A. See response to Question 5. This information includes data about the disability, ethnicity, age, and first language spoken of the child. This information is collected by FECs through their Data Reporting System form, which is sent to the California Department of Education.

9. Q. Does this project include the evaluation of data gathered from all twelve family empowerment centers or just the four centers for which an evaluation is currently required?

A. The project includes the evaluation of data gathered from all 12 centers.

10. Q. Is there any baseline data available on effectiveness, such as parents knowledge of school and community resources and capability to advocate for their child?

A. Gathering such data will be one of the aims of the evaluator with whom the California Department of Education will contract in response to this RFP.

11. Q. Has there been a needs assessment in the 20 underserved regions and rural areas to establish the needs in these regions and areas?

A. We are unaware of the existence of such information.

12. Q. Is there information on the number of staff members for each Center?

A. This information is public information and is available to the contractor by contacting either the California Department of Education or the individual centers.

13. Q. What information is available publicly about Center expenditures? Can we find out rough breakdowns of expenditure categories? Can you provide additional information about how Centers maintain financial accountability records?

A. This information is public information and is available to the contractor by contacting either the California Department of Education or the individual centers.

14. Q. Do rural Centers have satellite offices in surrounding communities or do the staff travel to the families to provide services?

A. Rural centers do not have satellite offices under their FEC grant.

15. Q. How frequently does a Center complete the FEC Data Reporting System form (Attachment A of the RFP)?

A. Reports are provided March 24 and September 30 of each year to the California Department of Education (CDE).

Request for Proposal (RFP) Questions and Answers

Evaluation of the Effectiveness of Services Provided by Family Empowerment Centers on Disability

16. Q. The Data Reporting System Form indicates it was revised in June 2004. How does the data reported from December 02 to June 2004 differ from that currently being reported?

A. A line item was added to the revised form to collect data about the number of foster children served by the Family Empowerment Centers.

17. Q. In answer to a question submitted for the previous RFP, it was stated that FECs maintain records on family demographics, assessments and operational and fiscal accounts. Please describe the assessment and operational/fiscal account information that would be available to the contractor.

A. Each of the centers has autonomy in managing its assessment and operational/fiscal account information. This information is public information and will be available to the contractor by contacting each of the centers.

18. Q. In answer to a question submitted for the previous RFP, it was stated that data submitted by the FECs are collected for the purposes of determining whether the FECs are meeting the program monitoring and evaluation requirements. Please describe the program monitoring and evaluation functions that are currently performed using this data. Are these monitoring and evaluation tools/reports available to bidders? If not, will they be available to the contractor?

A. Program monitoring and evaluation functions are implemented through the collection of information on the Data Reporting System form. The "tool" (i.e., the Data Reporting System form) was appended to the RFP; therefore, it is available to the bidder. Specific data collected through these forms will be made available to the contractor.

III: SCOPE OF THE PROJECT

A. Questions to Be Addressed

19. Q. Would it be acceptable to group for discussion the 25 questions to be addressed as part of the project scope? It is conceivable the same approach may be used to address multiple questions.

A. The RFP states that all 25 questions are to be addressed exactly as written on page 5.

20. Q. Questions 12, 17, and 18 can be interpreted as having two parts. For example, Question 12 asks about (1) what efforts have been made and (2) are those efforts reaching families. Can each of these questions (12, 17 & 18) be listed and treated in two parts for data collection and analysis purposes?

A. As long as the proposal states the question as written, a response can be provided in two parts if the bidder deems this to be appropriate.

21. Q. What is the relationship between the data elements and the questions posed?

A. It is the responsibility of the bidder to determine the relationship between the data elements and the questions posed.

Request for Proposal (RFP) Questions and Answers

Evaluation of the Effectiveness of Services Provided by Family Empowerment Centers on Disability

22. On page 6, regarding CDE question # 23, "What do the centers need from the council or the Department?":

Q. Does the word 'council' refer to the Family Empowerment Council on Disability, established according to the mandate in SB 511, EC 56410?

A. Yes.

III: SCOPE OF THE PROJECT

B. Evaluation Approach

23. Q. Does "satisfaction level of clientele" (p. 6) mean level of expressed satisfaction or [sic] parents, other caregivers, and/or other resources, or is it to be largely inferred from answers to one or more of the 25 questions on page 6? We observe that "satisfaction level of clientele" is not one of the 25 questions.

A. It will be largely inferred from answers to one or more of the 25 questions.

24. Q. Could you please provide a specific definition of "conceptual framework" noted both at the top of page seven and in section four on page thirteen of the RFP?

A. It is the responsibility of the bidder to define "conceptual framework" in the technical proposal.

25. On page 7, regarding "Data elements that must be considered are as follows:"

Q. May the bidder consider the percentage, ethnicity, and primary disabilities of students enrolled in special education programs (in each of the regions served) who are not in Grades K-12, such as infants, toddlers, pre-school children, and young adults?

A. No. Such consideration is beyond the scope of this RFP.

26. The required characteristics of the population served by the FECs that must be considered include: "ethnicity, primary disabilities, age and grade, location at which services are received (e.g. public or non-public schools)":

Q. May the bidder consider characteristics such as language(s) spoken or used by the students?

A. Information about the first language spoken by the child is collected by the FECs through their Data Reporting System form, which is sent to the California Department of Education. The bidder may consider this characteristic.

III: SCOPE OF THE PROJECT

C. Roles and Responsibilities of CDE Staff

27. On page 7, regarding the first bulleted item, "Work with the contractor on an ongoing basis to keep it informed of changes in legislation, reporting needs, and related activities that affect the program.":

Q. Does the word 'program' refer to the Family Empowerment Centers on Disability Program?

A. Yes.

Request for Proposal (RFP) Questions and Answers

Evaluation of the Effectiveness of Services Provided by Family Empowerment Centers on Disability

28. Q. What 'reporting needs' does the CDE anticipate, beyond those specified in the RFP?

A. None.

29. Q. Does the CDE anticipate requesting the contractor to prepare additional reports during the contract period?

A. No.

30. Q. If so, is the CDE prepared to make changes in the terms of the contract, such as additional funds?

A. See response to Question 29.

31. Q. On page seven of the RFP, under section C. Roles and Responsibilities of CDE Staff, it states, "Coordinate access to relevant state databases." What databases is the RFP referring to? Are there any specific databases that CDE expects or prefers that the contractor should use for this evaluation?

A. CDE has no specific preferences about which databases the contractor should use. For example, the contractor may choose to gain access to data contained in any of the databases found on the following CDE Web page: <http://www.cde.ca.gov/sp/se/ds/>

III: SCOPE OF THE PROJECT

D. Required Products and Reports

32. On page 7, regarding item 3, "Monthly invoices with a written monthly progress report of work activities":

Q. Assuming the contract begins on December 22, 2004, what are the monthly periods over which the contractor must provide to the contract monitor a monthly invoice and a written monthly progress report of work activities?

A. The invoicing should cover approximately 30-day intervals. Payment is contingent on submission of the invoices and the progress report at the contractor's discretion.

33. Q. Specifically, on which calendar dates must the contractor provide to the contract monitor a monthly invoice and a written monthly progress report of work activities?

A. See the response provided to Question 32.

34. Regarding item 6, "The final invoice":

Q. Must the contractor provide a cumulative invoice for the entire project time period?

A. No.

35. Q. Or, must the contractor provide a final monthly invoice?

A. Yes.

Request for Proposal (RFP) Questions and Answers
Evaluation of the Effectiveness of Services Provided by Family Empowerment Centers on Disability

III: SCOPE OF THE PROJECT

E. Project Timeline

36. Q. For the work component "presenting and discussing the outcomes..." can you please give us an idea approximately how many presentations there will be? You've already said these will be in Sacramento, but it's important to budget for the cost of time for this activity.

A. The Department plans to schedule only one presentation that all interested stakeholders will be invited to attend.

37. On page 8, regarding major component 3, "Using data graphics and writing and printing (minimum 100 copies) the report. System compatibility requirements: MS Windows 2000, Word, and PowerPoint":

Q. Does the minimum number of copies refer only to the final report?

A. Yes.

38. Q. How many copies are required for the draft report?

A. One.

39. Regarding major component 4, "Presenting the report and discussing the outcomes with the Department staff, FEC Council, and SELPA directors. The draft report is due April 29, 2003. The final report is due May 27, 2005. Presentations and discussions will be scheduled and completed by June 30, 2005.":

Q. Where, and with whom, must the contractor present and discuss the draft report?

A. Sacramento, California; with the contract monitor. This discussion does not have to occur in person.

40. Q. Will the CDE schedule separate presentations and discussions with CDE staff; with the FEC Council; and with SELPA directors?

A. See the response to Question 36.

IV. GENERAL PROPOSAL INFORMATION

B. Bidder Experience

41. Q. After reading through the criteria for evaluating the Family Empowerment Centers, it is my understanding that the chosen evaluator must have worked previously with the disabled student population. Did I read that correctly? I have ten years of experience with evaluating CDE-based and other programs but haven't worked with that particular population. I am a small business, capable and willing to apply for this position, but if I would be excluded from the possibility because I haven't worked with that population, I wouldn't apply. I would greatly appreciate clarification from you.

A. The RFP specifies, "Experience with local, regional, or statewide disability programs or disability-related organizations, educational resources and advocacy." The experience requirement is not specific to the disabled student population.

Request for Proposal (RFP) Questions and Answers

Evaluation of the Effectiveness of Services Provided by Family Empowerment Centers on Disability

IV. GENERAL PROPOSAL INFORMATION

D. Contract Funding and Time Period

42. Q. What do you mean by contract will be "completed approximately by June 30, 2005"? What is approximately? Isn't June 30, 2005 the final deadline for all work activities funded under this RFP?

A. Yes.

IV. GENERAL PROPOSAL INFORMATION

E. Time Schedule

43. On page 9, in the chart displaying Activity and Date, the date for the tenth Activity item "Completion of scheduled activities and final report", is specified as "May 27, 2005":

Q. Does the term 'scheduled activities' refer to all activities except the eleventh activity item, "Presentation of final report and discussion of outcomes"?

A. Yes.

44. Q. In the final monthly written report of activities, accompanied by the final invoice, may the contractor describe the activities in preparation for, as well as conducting, the presentation(s) and discussion(s)?

A. Yes.

45. Q. Also, please see the questions for SECTION III. Scope of the Project, D. Required Products and Reports

A. See responses to Questions 32-35.

V. PROPOSAL SPECIFICATION

C. Technical Proposal Sections

46. Q. Do line spacing and font specifications apply to Charts and Tables?

A. The RFP states that "There are no specifications for formatting charts, tables, or other illustrations included in the proposal." Formatting tables is done at the discretion of the bidder.

47. On page 12, regarding the format of a bidder's technical proposal, with a list of seven numbered sections and an "ATTACHMENT SECTION" with seven bulleted items: The paragraph detailing the format of a technical proposal specifies that "Each page of the proposal must be consecutively numbered at the bottom of the page. Appendix pages do not need to be numbered":

Q. Is the word 'Appendix' equivalent to the phrase 'ATTACHMENT SECTION'?

A. Yes.

Request for Proposal (RFP) Questions and Answers
Evaluation of the Effectiveness of Services Provided by Family Empowerment Centers on Disability

48. Regarding the submission of at least three copies of actual products to document experience and expertise:

Q. How must the bidder submit 'three copies of any actual products submitted to document experience and expertise' separately?

A. The samples of work must not be bound into the technical proposal, but they should be included in the same package as the technical proposal.

49. Q. On p. 12, 2nd paragraph from bottom, reads: "At least three copies of any actual products submitted to document experience and expertise must be submitted separately." On page 14, last two lines, "If any actual products are submitted, three copies must be submitted separately." Does such submission remain optional? If we submitted three copies of documents last time, are they still available for your review in meeting this expectation?

A. Submission of this material remains optional. All materials received from the first procurement have been mailed back to the bidders and are no longer available for CDE review.

V. PROPOSAL SPECIFICATION

C. Technical Proposal Sections

Subitem 1. Cover letter

50. Q. Can privacy, confidentiality and security assurances and data ownership assurances be placed in the cover letter or as an attachment or do they need to be included in the text of the proposal?

A. Assurance is provided when the successful bidder signs the contract.

51. Q. Is there a page limit for the technical proposal (sections 1-7?) If so, does the cover letter and table of contents count against the page limit?

A. The 35-page limit no longer applies.

52. Q. Does the 35-page limit that was specified in the original RFP still apply?

A. See response to Question 51.

53. Q. If the page limit does still apply, exactly which sections are to be included within the page limit?

A. See response to Question 51.

54. Q. Does the requirement on page 12 of the RFP that: "Each page of the proposal must be consecutively numbered at the bottom of the page" include the cover letter and the table of contents? Does it include the attachments?

A. The cover letter and the table of contents may be consecutively numbered at the bottom of the page at the bidder's discretion. The RFP states "Appendix pages do not need to be numbered."

Request for Proposal (RFP) Questions and Answers

Evaluation of the Effectiveness of Services Provided by Family Empowerment Centers on Disability

V. PROPOSAL SPECIFICATION

C. Technical Proposal Sections

Subitem 2. Table of Contents

55. Q. Does the table of contents or reference pages count in the 35 page limit?

A. See response to Question 51.

C. Technical Proposal Sections

Subitem 4. Evaluation Study Design

56. Q. The Evaluation Study Design must provide an extensive description of the activities of the evaluation study.

Do you mean a description of the methods only or the particular steps within a method (which is what #5 seems to be asking for)? Sometimes it is hard to describe the method without the specific procedures. At this point, I have limited our discussion of methods in this section to describing the particular research method and how analysis from that method will address the question; description of the sample; instrumentation and data sources, and left the specific activities (e.g., how the data is collected) for #5 below (specific administration procedures, etc.). Is this the appropriate approach to take?

5. The Work Plan must describe in detail the tasks and activities to be undertaken to accomplish the purpose of the project and produce the required final products. Any anticipated theoretical or practical problems associated with the completion of each task should be discussed, and solutions, alternatives, or contingency plans related to these problems should be proposed as appropriate. The work plan must include the following items: 1) proposed dates for beginning a task; 2) proposed dates for completing the task; and 3) the proposed number of hours for each task.

The work plan shall provide sufficient information for the readers to assess:

- The purpose of the study
- The evaluation approach, including benchmarks and projected time frames
- Roles and responsibilities of bidder
- The types of products, reports, and proposed delivery date for each
- Overall project timeline

A. The bidder must provide information in a section as required by the RFP. Any discussion beyond the minimum content requirements is done at the discretion of the bidder.

Request for Proposal (RFP) Questions and Answers

Evaluation of the Effectiveness of Services Provided by Family Empowerment Centers on Disability

V. PROPOSAL SPECIFICATION

C. Technical Proposal Sections

Subitem 5. Work Plan

57. Q. Our project work plan is partially in table format to detail specific activity descriptions, start and complete dates, and levels of efforts. Does this part of the project work plan need to be double-spaced or can it be at the discretion of the proposer?

A. See answer to Question 46.

V. PROPOSAL SPECIFICATION

C. Technical Proposal Sections

Subitem 6. Management and Staffing

58. Q. What level of detail is desired on the management and staffing plan in tying the project work activities to the specific staff members? Can we list general tasks that each person is responsible for (e.g., site visit coordination) or do we need to link each of the specific tasks in the work plan to a proposed person (e.g., list out all the specific tasks related to site visit coordination)?

A. The RFP specifies, "A clear description of the relationship of each position to the work plan and the amount of time each staff person will spend on project tasks." How a task is defined is at the discretion of the bidder.

V. PROPOSAL SPECIFICATION

C. Technical Proposal Sections

Subitem 7. Related Experience

59. Q. How should the Example of Previous Work (description of previous positions held, work performed, research accomplished) section differ from the Related Experience section?

A. Information provided in Section 7: Related Experience will address items a through f as noted in the RFP. The section "Examples of Previous Work" will include a discussion of actual projects in which the bidder has participated and actual products the bidder has produced.

V. PROPOSAL SPECIFICATIONS

ATTACHMENT SECTION

60. Q. On p. 12, there are no bullets under ATTACHMENT SECTION for either "resumes" or, if using subcontractors, "letters of commitment" and "documentation of ability to fulfill the Scope of Work." Where do you want this information?

A. Resumes, letters of commitment, and documentation of ability to fulfill the scope of work should be placed in the Attachment Section according to the instructions in Section V. Proposal Specifications; C. Technical Proposal Section 6, Management and Staffing, item e.

Request for Proposal (RFP) Questions and Answers

Evaluation of the Effectiveness of Services Provided by Family Empowerment Centers on Disability

V. PROPOSAL SPECIFICATION

C. Technical Proposal Sections

Attachment Section: Examples of Previous Work

61. Regarding the submission of at least three copies of actual products to document experience and expertise:

Q. How must the bidder submit 'three copies of any actual products submitted to document experience and expertise' separately?

A. Please see response to Question 48.

62. Q. How should the Example of Previous Work (description of previous positions held, work performed, research accomplished) section differ from the Related Experience section?

A. Information provided in Section 7: Related Experience will address items a through f as noted in the RFP. The section "Examples of Previous Work" will include a discussion of actual projects and products in which the bidder has participated.

V. PROPOSAL SPECIFICATION

D. Cost/Price Proposal

63. Q. On p 15, #5 reads: "any subcontractor expenses should be displayed in the same manner." Please clarify. Does this refer to "costs by task" and, perhaps, total for the subcontractor's portion of the entire project?

A. Yes. Please note that cost/price proposals must be provided in a separate sealed envelope, clearly marked as indicated in the RFP.

VI. MONITORING ACTIVITIES

64. On page 16, "To ensure that work is progressing appropriately and that the terms of the contract are being met, the contractor will submit a monthly progress report of activities performed during the invoice period.":

Q. Please see the questions for Section III. Scope of the Project, D. Required Products and Reports

A. See responses to Questions 32-35.

VII. CONTRACT TERMS AND REQUIREMENTS

B. Compensation

65. On page 17, regarding "Payments will be made in arrears on a monthly basis upon receipt of an itemized invoice and a report of accomplishments for the month.":

Q. Does the CDE have a standard invoice format?

A. No.

66. Q. If so, what is that format?

A. See response to Question 65.

Request for Proposal (RFP) Questions and Answers

Evaluation of the Effectiveness of Services Provided by Family Empowerment Centers on Disability

67. Q. If not, may the contractor follow the line items of the cost proposal that the contractor submitted as a bidder?

A. The contractor must bill in accordance with the cost proposal.

68. Regarding the "Final Payment and the release of the ten percent (10%) withheld from each payment will not be made until acceptance of all contracted work and completion of a Std. 4 contract/Contractor Evaluation by the State contract monitor":

Q. What is the expected time lag between the acceptance of all contracted work and the completion of a Std.4 form, and the final payment?

A. Thirty days or less for the submission of the Std. 4 form; and final payment will be made shortly thereafter contingent upon receipt of the final invoice.

69. Regarding "Changes cannot be made that increase the rates of reimbursement":

Q. To what line items does the phrase 'rates of reimbursement' apply?

A. Any item where cost is computed on the basis of a rate, such as salaries, benefits, overhead, and contractor fees, etc.

VII. CONTRACT TERMS AND REQUIREMENTS

P. Data Ownership

70. On page 22, regarding data, "The contractor will deliver all data, in a format specified by CDE, to CDE or its agent within 15 calendar days of the date requested":

Q. What is the meaning of the phrase 'all data'?

A. "Data" is any and all information collected or acquired during the course of the contract.

71. Regarding "a format specified by CDE": On page 8 of the RFP, in SECTION III, Scope of the Project. E., Project Timeline, Item 3. specifies "Using data graphics and writing and printing (minimum 100 copies) the report. System compatibility requirements: MS Windows 2000, Word, and PowerPoint.":

Q. Will the CDE's contract with the successful bidder specify Word and PowerPoint as the format in which the requested data are to be delivered?

A. Word and PowerPoint aren't really formats, per se. A requirement for system compatibility will be a part of the contract because the RFP is a part of the contract.

72. Q. When will a contractor be informed as to the format CDE will specify for the delivery of any requested data?

A. See response to Question 71.

73. Q. Specifically, how many calendar days before the ending date of the contract must the CDE send its request for data to the contractor, so that the contractor has time to retrieve and process the data and deliver the data to the CDE or its agent?

A. Data should be provided no later than by the end of the contract.

Request for Proposal (RFP) Questions and Answers

Evaluation of the Effectiveness of Services Provided by Family Empowerment Centers on Disability

74. Regarding the phrase "its agent":

Q. What is the meaning of the phrase 'its agent'?

A. The "agent" is the same as CDE. For example, an employee of CDE could be deemed an "agent" of CDE so that delivery to that person rather than to the generic "CDE" would be delivery to an agent of CDE's. Even if the "agent" is a third party, the "agent" would be acting on CDE's behalf and delivery to the "agent" would be the same as delivery to "CDE."

75. Q. How must a bidder deal with an apparent inconsistency between the wording of this requirement, specifically 'its agent' and the requirement in Subsection O. Privacy, Security, and Confidentiality Statement, "CDE considers mailing information (including e-mail address to be personal (private). As such, if the contractor asks a person for his or her mailing information, the contractor must make it clear to the person providing the information whether the information will be shared with any organization other than the CDE and the contractor. In addition, the contractor will provide the person providing the mailing information an "opt-out" (i.e. the person can elect to not have his or her mailing information shared with organizations outside of CDE and the contractor).": ?

A. See response to Question 74.

76. Q. Specifically, how must the bidder deal with preparing for sharing information with an unknown 'agent' or 'agents'?

A. See response to Question 74.

77. Q. Further, how must the contractor deal with one or more unknown 'agents'?

A. See response to Question 74.

78. Q. When will the CDE notify the contractor about the CDE's 'agent' or 'agents', with names, addresses, telephone numbers; the purpose(s) of providing the CDE's 'agent' or 'agents' with the data that CDE has requested; the uses of the data provided; the methods by which the CDE's 'agent' or 'agents' will safeguard the data provided, including the requirements in Section VII. CONTRACT TERMS AND REQUIREMENTS. O. Privacy, Security, and Confidentiality Statement?

A. The proper controls over the data would be in the agreement that CDE has with the agent.

79. Q. How will the CDE guarantee the safeguarding of the data that the contractor will provide?

A. CDE's internal policies address this concern.

80. Q. Will the CDE hold the contractor harmless in the event that the CDE's 'agent' or 'agents' are charged with a violation of federal and state laws and regulations concerning Privacy, Security, and Confidentiality?

A. We can't anticipate a case in which the actions of the agent would affect the contractor.

Request for Proposal (RFP) Questions and Answers

Evaluation of the Effectiveness of Services Provided by Family Empowerment Centers on Disability

X. RATING CRITERIA AND EVALUATION FORM

Step I, Part 1 – Adherence to Proposal Requirements

81. Q. How is adherence to the evaluation criteria in Step 1a and 1b determined? Is the entire proposal read to see if the elements occur, or are the elements checked off in order of appearance on the evaluation form (and therefore the proposal text should follow this form)?

A. The proposal text should follow the outline presented in the RFP, which is reflected in the rating criteria.

82. Regarding the Certification Regarding Provision of a Drug-Free Workplace On page 26, in Step 1, Part 1 –Adherence to Proposal Requirements (rated on a yes/no basis), Bulleted yes/no item "Certification Regarding Provision of a Drug-Free Workplace"

Q. To which provision for inclusion of this Certification in the bidder's technical proposal must a bidder attend? To the provision in Section X. Rating Criteria and Evaluation Form on page 26, "Certification Regarding Provision of a Drug-Free Workplace"? Or to the provision in Section V., Proposal Specifications. C. Technical Proposal Sections, on page 12 – "The Certification Regarding Provision of a Drug-Free Workplace (attached to the RFP as Attachment 4) must be signed as a condition of receipt of the contract. However, this form need not be signed and included with the proposal but may be submitted with the proposal if the bidder so chooses."?

A. Since the form is included with the RFP, it would be opportune for the bidder to submit it with the proposal. (Please note that the Drug-Free Workplace Certification is Attachment 5, and the Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements is Attachment 6.)

83. Q. What instructions will the CDE provide to members of the review panel concerning the 'yes/no' rating for this item?

A. None; this item is not rated by a review panel.

84. Regarding page numbering in the required format for the bidder's technical proposal -- On page 26, in Step 1, Part 1 –Adherence to Proposal Requirements (rated on a yes/no basis), Bulleted yes/no item "Format: The font is no smaller than 10-points; the text is double-spaced; each of the pages is consecutively numbered.":

Q. To which provision for page numbering in the RFP must a bidder attend?

A. See response to Question 85.

85. Q. To the provision in Section X. Rating Criteria and Evaluation Form on page 26, "each of the pages is consecutively numbered"?

A. The RFP states "Each page of the proposal must be consecutively numbered at the bottom of the page. Appendix pages do not need to be numbered."

86. Q. Or to the provision in Section V., Proposal Specifications. C. Technical Proposal Sections, on page 12 – "Each page of the proposal must be

Request for Proposal (RFP) Questions and Answers

Evaluation of the Effectiveness of Services Provided by Family Empowerment Centers on Disability

consecutively numbered at the bottom of the page. Appendix pages do not need to be numbered."

A. See response to question 85.

87. Q. What instructions will the CDE provide to members of the review panel concerning the 'yes/no' rating for this item?"

A. None; this item is not rated by a review panel.

X. RATING CRITERIA AND EVALUATION FORM

Step I, Part 2 - Minimum Qualifications

88. How is the Department going to determine what "clear evidence" is? How will "experience" be defined? Is "evaluation" experience required, or could it be any other kind of experience? The list includes "or", so does this mean if someone has some kind of non-evaluation experience, with one local disability program, once over 25 years we qualify? Is this "clear evidence"?

A. It is difficult to answer these questions without actual examples; however, whatever a reasonable person would construe as meeting the criteria would be considered clear evidence. Experience would be deemed as whatever the bidder identifies as experience. However, the quality of the experience is reviewed under Step I, Part 3 – "Performance Evaluation: Experience and Expertise of Proposed Staff."

X. RATING CRITERIA AND EVALUATION FORM

Step 1, Part 3 – Performance Evaluation

89. Q. Are scoring and evaluation sheets from the previous bid process available for public viewing?

A. The scoring and evaluation sheets are public record and are available upon request.